



Spokane County Sewer Billing PROPERTY MANAGER LETTER OF AUTHORIZATION - TENANT

To be completed by the Property Manager:

Sewer Account Number: _____

Property Address: _____

PROPERTY MANAGER INFORMATION

(Please Print)

Property Manager

Name: _____

Mailing Address: _____

Phone Number: () _____

Email: _____

TENANT(S) INFORMATION

(Please Print)

Tenant(s) Name: _____

Mailing Address: _____

Please indicate your billing preferences:

- Property Manager *or* Tenant Will be responsible for monthly construction changes (CFR, SCC, GFC)
- Property Manager *or* Tenant Will be responsible for monthly Operation and Maintenance charges

By my signature below, I understand and agree that:

- The sewer account for the property listed above must be at a *zero balance* before Tenant(s) will be added. The monthly bill is not pro-rated. Tenant(s) will receive a copy of the monthly statement beginning with the next billing.
- The Owner remains responsible for the monthly charges, fees, late payment penalties and interest on the part of the designated Tenant(s). If the charges on the account are not paid timely, a lien will be placed on the property. Liens may lead to foreclosure of the property pursuant to RCW 36.94.150.
- In the event the charges on the monthly sewer bill become delinquent, the Property Manager and Tenant will be removed from the account and billing statements will revert to the Owner.
- It is the Owner's and/or Property Manager responsibility to notify Spokane County Sewer Billing in writing 20 days in advance of any mailing address changes.
- The Owner's and Property Manager will receive courtesy copies of the monthly bills.
- It is understood if there is a change of Tenant(s); the Property Manager must complete a new agreement.

Instructions for completing this form

1. Complete all fields above.
2. Sign and date below.
3. Form return options:

Email: SewerBilling@spokanecounty.org

Mail: Spokane County Sewer Billing, 1026 W Broadway Ave, 2nd Floor, Spokane, WA 99260

Fax: (509) 477-7178

Property Manager

Signature: _____ **Date:** _____

For Office Use Only Received: _____ Initials: _____ Entered: _____ Initials: _____